

29 July 1964

MEMORANDUM FOR: Chief, Logistics Services Division
THROUGH: SSA-DD/S
SUBJECT: Requirement for Class A Furniture,
[redacted] FI Staff

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1. The increase in personnel assigned to the [redacted] during the past six months has caused an appreciable increase in the number of visitors contacting this Group on operational matters. The furniture presently in place within this Group does not provide an adequate reception area where Agency visitors may wait or non-Agency official visitors may hold discussions with the Group's operational officers.

2. It is therefore requested that a Class A sofa and four Class A chairs, with arms, be assigned to this Group.

3. The high technical calibre and prestige of the visitors to this Group, both within and outside the Agency, is sufficient justification to indicate the operational necessity to provide Class A furniture for this reception area. Your favorable consideration of this requirement is requested.

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[redacted]

APPROVED:
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W [redacted]
Deputy Director for Plans Date
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[redacted]
Deputy Director for Support Date